



THE CITY OF WINTER GARDEN

PLANNING, ZONING AND DEVELOPMENT

270 W. PLANT STREET

WINTER GARDEN, FL 34787

TEL. (407) 656-4111 • FAX (407) 654-1258

www.cwgdn.com

APPLICATION FOR CONSTRUCTION PLANS FOR A SUBDIVISION

After Preliminary Plat Approval and before the construction of subdivision infrastructure, a proposed plat must receive Construction Plan Approval. The following is an application for Construction Plan Approval for subdivision infrastructure:

1. Name & Address of Petitioner (Owner of Record):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Ext: _____ Fax Number: _____

Email: _____

2. Contact Person/Mailing Address (If different):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Ext: _____ Fax Number: _____

Email: _____

3. Property ID Number: _____

4. Address of site: _____

5. Are you aware that Construction Plan approval does not absolve you from obtaining any other required governmental permits (i.e., St. Johns River Water Management District and Orange County driveway permits)? Yes No

6. Are you aware that it is the owner / contractor's responsibility to locate existing utilities and coordinate with the proper agency for the inspection of new utilities?
Yes No

7. Have you read and understand the attached requirement for street lights and pre payment of the operational cost of street lights? Yes No
8. Are you aware that a pre-construction meeting is required and this meeting is coordinated by the Engineering Department (656-5598)? Yes No
9. Infrastructure Inspection Fee must be calculated prior to scheduling the pre-con meeting.

Infrastructure Inspection Fee - In addition to the below Plan Review Fees, an additional site inspection fee of 2.25% of the total contract cost for the construction of the subdivision's infrastructure to include but not limited to roads, stormwater facilities, water facilities and wastewater facilities shall be paid at the pre-construction meeting. It is the applicant's obligation to provide the City's Engineering Department with adequate information (i.e. copies of bids or contracts) identifying these costs before the pre-construction meeting.

10. Are you aware of our gated community requirements? Yes No
11. Are you aware that all electrical utilities are required to be underground (Section 110, Div 4)?
Yes No
12. Do you intend to phase the infrastructure construction? If so, show the phases on the construction plans. Yes No
13. If this application is deemed to require review by the City Engineer, City Surveyor and/or City Attorney, I understand that I or my company will be responsible to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing the above project. I also understand that if this project property is sold, I or my company will be responsible to ensure that the new owner writes a similar letter accepting all the responsibility to pay for any and all reasonable legal, engineering, or surveying fees incurred by the City of Winter Garden in the process of reviewing this project from the date the property is sold.

An Applicant shall provide prompt written notice to the City manager in the event of a change in ownership of all or a portion of a lot, tract, or parcel of real property with the respect to which an Application , or project is pending before the City.

Invoices for the costs associated with _____ (project name or address) should be sent to (name and address of responsible party):

I/we hereby certify that I/we are the owner(s) of the real property which is the subject of this Petition and that the foregoing information on this Petition is true and complete.

Signature of the Applicant: _____

Print Name: _____

Date _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 200_, by _____, as _____ of _____, who is personally known to me or who produced _____ as identification.

NOTARY PUBLIC

Print Name: _____

My Commission Expires: _____

NOTE: If the Petitioner wishes to be represented by an agent, a limited power of attorney must be properly executed and provided to the City along with this application.

Code of Ordinances

Please be aware that the City of Winter Garden's Code of Ordinances can be found on the Internet at <http://www.municode.com/database.html> and a hard copy of the City's Code of Ordinances can be found in the Main Branch and the Winter Garden Branch of the Orange County Library System.

Sufficiency Checklist For Subdivision Construction Plan Submittal

		YES	NO	N/A
1	Application Fee - \$500 + \$2 per residential lot or \$250 per non-residential lot.			
2	Limited Power of Attorney (if represented by agent).			
3	Five signed & sealed, folded copies of the plan			
	Cover Sheet			
4	Cover sheet with project name identified.			
5	Engineer's name, address, and phone number.			
6	Surveyor's name, address, and phone number.			
7	Owners name, address, and phone number.			
8	Zoning and Future Land Use of property.			
9	Area of land within the project.			
10	Legal description.			
11	Sheet index.			
12	North arrow.			
13	Identify responsible parties providing utilities (water, sewer, gas, electricity, etc.).			
14	Location map identifying parcel with respect to existing roads and land marks.			
	General Requirements			
15	Landscaping Plan & Perimeter Wall Plan.			
16	Photometric Lighting Plan.			
17	Building Elevations.			
18	Identification of any proposed or existing structures, buildings, signs, walls, etc.			
19	Parking areas with arrangement & number of spaces conforming with Chapter 118-1386.			
20	Streets on and adjacent to the project including names and R/W widths and driveway cuts.			
21	Tree Survey showing existing trees.			
22	Dumpster/Compactor enclosure for commercial and multi-family developments.			
23	North arrow.			
24	Scale (maximum 1"=100').			
25	All plan sheets signed and sealed by engineer of record.			
26	Topographic survey (Survey shall extend a minimum of 100 feet beyond project limits).			
27	Boundary survey signed and sealed by licensed Surveyor.			
28	Right of way widths shown (existing and proposed).			
29	Breakdown of pervious and impervious area for project in acres.			
30	All ingress and egress points clearly identified.			
31	Limits of 100 year flood plain identified.			
32	Existing contour lines shown at 1' intervals.			
33	Soils map of project area provided with submittal (drainage calculations).			
34	Identify all vegetative types, wetlands, wooded areas, and conservation areas.			
35	All easements identified.			
36	Signed and sealed soil report from Geotechnical Engineer.			
37	Primary and secondary drainage calculations signed and sealed by the Engineer of Record.			
38	All existing utilities shown on plans.			
39	All necessary permits in hand or "in process".			
40	Finished floor elevation for existing and proposed structures.			
41	All storm sewer pipes labeled with material, diameter, length, and slope.			
42	Cross sectional views of all storm water retention/detention facilities.			
43	Pond control structure details.			
44	All existing drainage structures labeled with top and invert elevations.			
45	Provide details of all drainage structures, curbs, wheel stops, sidewalks, backflow prevention devices, fire hydrants, water services, valves, erosion control devices, etc.			
46	Show details of typical lot configuration with front, side, rear utility easements, setback information, and lot corner elevations.			
47	Cross sectional view of pavement/parking lot detailing surface course, base, sub-base, and 18" of clean fill below the subgrade.			
48	City of Winter Garden detail sheets included in plan set.			
49	A note stating that all densities in utility and storm trenches shall be 98% minimum.			
50	A note stating that all sanitary sewer and storm sewers shall be video inspected before paving and again prior to the end of the one year warranty period.			
51	Erosion Control Plan			
52	Lot numbers and lot grading (type A, B, C).			
53	Proposed drainage patterns (flow arrows and inlet elevations).			
54	Cul de Sac minimum radius not less than 40'.			
55	Provide Horizontal and Vertical Curve Data			

Sufficiency Checklist For Subdivision Construction Plan Submittal				
56	Provide all existing street/road names.			
57	Provide stationing and profile grade information.			
58	Provide plan and profiles sheets showing storm sewers, vertical curves, existing utilities, proposed			
59	Minimum Right of Way widths shall be as follows: Arterial - 80', Collector - 65', and Local - 50'.			
60	All Sidewalk shall be a minimum of 5 feet wide.			
61	All Sanitary Sewer, Water, and Reuse water mains shown on plans.			
62	Sanitary Sewer less than 5 feet deep shown as SDR 26.			
63	Water and Reuse mains shown under the sidewalk.			
64	Provide a note on the plans stating that all sanitary and storm sewers with less than 5' of cover shall be video inspected after base installation.			
65	Water mains on Cul de Sacs shall be looped.			
66	Provide a 10' Utility Easement in favor of the City of Winter Garden adjacent to all rights of way.			
67	Plan and profile view of all streets and sanitary sewer structures.			
68	Lift Station detail sheet in plan set.			
69	Provide Lift Station calculations signed and sealed by the Engineer of Record.			

Planning Department Approval		
Engineering Department Approval		